



Michigan Department of Education Office of Special Education
Revised August 2022

Special Education Teacher Tuition Reimbursement Grant Overview and Application Checklist

Overview

In response to the ongoing and intense need to provide appropriately certified and endorsed teachers for students with disabilities, the Michigan Department of Education Office of Special Education (MDE OSE) is offering a Special Education Teacher Tuition Reimbursement Grant opportunity. The Special Education Teacher Tuition Reimbursement Grant funds are intended to incentivize certified Michigan teachers to earn an additional endorsement in special education for employment in a program where they are currently not qualified.

Prior to applying for this grant, districts must follow the Special Education Personnel Approvals process for employing teachers under initial temporary approval. More details as well as information about the designed uses and the differences between approvals can be found on the [Special Education Personnel Approval System](#) webpage. Here is an overview of the steps for a district to obtain a Special Education Initial Temporary Approval.

1. Conduct a search for a fully qualified teacher and there is no certified teacher holding the appropriate endorsement available to fill the position.
2. Verify the individual has a valid Michigan Teacher Certificate or Temporary Teacher Employment Authorization.
3. Determine the appropriate approval needed for the candidate. The approval must match the category of the special education position (resource program approvals may hold any special education endorsement).
4. Complete all tasks related to confirming the approval requirements have been met (e.g., background check per school safety law).
5. Make sure the candidate is aware they must enroll and get accepted into an approved Michigan Educator Preparation Program which matches the category of the assignment, and the candidate must complete at least 6 credits in the program category prior to renewal.
6. Submit the required documentation in the Michigan Online Educator Certification System (MOECS).
7. Download the Temporary Approval Letter in MOECS.

To better understand the differences between types of approvals and permits, please refer to the [Appropriate Placement of Educators](#) webpage.

Grant Requirements and Application Checklist

Met?	Application Checklist	Explanation
Y/N	Application is submitted by a district or ISD administrator (not a teacher).	This grant is for eligible districts following the Special Education Personnel Approval System. A teacher may be hired under this system, but the district is the entity responsible for following the requirements of the Special Education Personnel Approval System, so the district must apply.
Y/N	The teacher was hired under a special education Teacher or Resource Program Teacher Temporary Approval.	This grant is for eligible districts following the Special Education Personnel Approval System and hiring a teacher under a Temporary Approval for Teachers or a Temporary Approval for Resource Program Teachers. Hiring teachers under a waiver or any type of permit does not meet the requirements for this grant. The Letter of Approval issued by MDE which contains the type of approval, effective date of approval, and the endorsement area must be uploaded. A separate application should be submitted for each teacher meeting the grant criteria.
Y/N	The date of the INITIAL temporary approval is no earlier than 5/14/21 and no later than 9/30/23.	The effective date of the INITIAL temporary approval must be no earlier than 5/14/21 and no later than 9/30/23. All initial grant applications approved during this time frame make a district eligible to request reimbursement for up to \$800 per credit hour for up to 18 credit hours over three years as long as the district continues to meet the approval process and grant requirements.
Y/N	Endorsement area on the application matches the program name on the temporary approval.	For a Teacher Temporary Approval, the endorsement area on the grant application must match the program name on the approval letter. For Resource Program Teacher Temporary Approvals, list the specific endorsement area on the grant application even though the program name on the approval letter will be Resource Program.
Y/N	A valid Michigan teaching certificate OR valid Temporary Teacher Employment Authorization (T2EA) was uploaded.	The district must follow the Special Education Teacher Personnel Approvals process, which includes the teacher holding a valid Michigan teaching certificate or valid Temporary Teacher Employment Authorization (T2EA).
Y/N	The person to whose attention the	All reimbursement checks will be issued to the district and sent to the district at the address on file in the EEM to the

Met?	Application Checklist	Explanation
	reimbursement should be sent is a district administrator (not a teacher).	<p>attention of the district administrator indicated in the application.</p> <p>It is up to the teacher and district to work together to determine how courses will be paid for and how the teacher will be reimbursed if the teacher is required to pay the tuition up front.</p>
Y/N	The requested reimbursement does not exceed \$800/credit hour for up to 18 credit hours over the three years of the temporary approval period.	<p>This grant can be used to cover tuition costs up to \$800.00 per credit hour for a maximum of 18 credits over three years, assuming the grant requirements continue to be met. Eligible courses are those that are toward a special education endorsement in the area for which the initial temporary approval was issued. Only tuition is reimbursable; other program or course fees and the cost of course materials are not reimbursable.</p> <p>This is a reimbursement grant, and you will only be reimbursed for actual costs not exceeding the maximum stated.</p> <p>Example 1: Cost is less than \$800/credit hour</p> <p>If the cost is less than \$800/credit hour, the maximum amount requested may not exceed the actual tuition cost. <i>Example:</i> If all the grant criteria are met and a teacher takes 1 3-credit course and tuition is \$600/credit hour, the district may request reimbursement for \$1,800, not \$2,400.</p> <p>Example 2: Cost is greater than \$800/credit hour</p> <p>If the cost is greater than \$800/credit hour, the district may only request reimbursement for up to \$800/credit hour. <i>Example:</i> If all the grant criteria are met and a teacher takes 1 3-credit course and tuition is \$1000/credit hour, the district may only request a reimbursement for \$2400, not \$3,000.</p> <p>NOTE: The reimbursement will be issued to the district, and if the teacher paid the original tuition or tuition is more than \$800 per credit hour, it is up to the district to reimburse the teacher according to the district's agreement with the teacher.</p>

Met?	Application Checklist	Explanation
Y/N	Reimbursement for this teacher for this course has not already been paid through this grant.	Reimbursement will not be provided for repeated courses.
Y/N	The course name and number on the application matches what is on the submitted proof of payment.	To ensure the courses being taken to obtain the endorsement are the courses being reimbursed for, the course name(s) and number(s) on the application must be listed on the proof of payment.
Y/N	Proof of payment includes the teacher's name, course name and number, number of credits, total number of credits and total tuition amount (or cost per credit hour.)	To ensure the reimbursement is for the teacher named on the application and to ensure the reimbursement amount is calculated correctly, all these items must be included on the proof of payment submitted as part of the application.

How to Get Reimbursed

Once a district's grant application for a teacher hired under an initial temporary approval with an effective date 5/14/2021 – 9/30/2023 has been approved, reimbursement will be provided to the district. All reimbursement checks will be issued to the district and sent to the address on file in the EEM to the attention of the district administrator indicated in the application. Payments will be processed by Marquette Alger RESA, the fiscal agent for the Special Education Teacher Tuition Reimbursement Grant, in a timely manner following approval of the application for reimbursement by the Michigan Department of Education Office of Special Education.

For subsequent course reimbursement, the district should use the same application link. Reimbursement may be requested one course at a time or multiple courses for one teacher on the same application according to the district's preference as long as all other grant criteria are met.

For additional information on the grant, go to the [Special Education Teacher Tuition Reimbursement Grant](#) webpage. Links to the application and to ask questions can also be found on the web page.